

Adecco



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Ready,
set,
resume

Your best CV starts with the right template.

Your CV is a tool. It might be the strongest one you have for securing the job you want. To pick the right tool for the job, you have to do your research. Did you know that the template you use actually matters?

Pick a format that makes sense based on who you are and the job you are applying for. Use our chart to find a format that works for you. Then conduct a web search to find samples.

CV Format	Structure	Use if you:
Chronological "The Standard"	The most common format. Your experience is listed in a job history section. Your most recent position is listed first.	<ul style="list-style-type: none"> • Have work experience • No employment gaps
Functional "The Quilt"	The most uncommon format. Your experience is not rooted in time. Rather, you list experiences that directly apply to the job you want.	<ul style="list-style-type: none"> • Have not worked in awhile • Are a recent graduate • Have a lot of experiences but no clear path
Combination "The Best of Both"	The most flexible format. Your skills are listed, along with your work history. A mix of functional and chronological.	<ul style="list-style-type: none"> • Have not worked in awhile • Are a recent graduate • Are changing careers • Want to highlight your work experience and skills
Targeted "The Pro-sume"	The most effective format. Everything you write is specifically tailored for the job you are applying for. From objective to education.	<ul style="list-style-type: none"> • Have plenty of time to work on it • Have the experience the job description is asking for
Non-traditional "The Fun One"	The most rare format. Non-traditional CVs are defined by their creativity and lack of format. CV scanners can't read these. Don't use them unless you're confident a human is reviewing your CV.	<ul style="list-style-type: none"> • Are in a creative or tech industry • Have exceptional design skills or technology

Time to assess your skills and experiences.

When tackling the skills and work experience section of a CV, it's important to think about who will read it. Draw on past experiences and highlight the best moments.



Skills challenge

Please do not list as many of your skills as possible. Just the ones you may use at your future job.

Divide them into two categories:

1. Skills you use on the job:

2. Skills you can take anywhere:

Now that you have a solid list of skills, you may be wondering what to do with it.

1. Take a second look and be honest with yourself. Can you back each of your skills up with specific examples? If not, remove them.
2. Look at the job description of the position you are applying for. Your skills should be in sync with the words in the description.
3. Narrow it down. Keep your list short and include it under your objective statement.

Nothing on your CV is more important than experience.

No matter what format you selected, always think carefully about how to include your experience. Look at each section of the job description and write down specific examples of how your previous experiences have prepared you to fill that role. Pick the best examples and include them in your CV.

The Do's and Don'ts of CV experience

Do

- Use words from the job description to describe your experience.
- Provide your former title, company name, location and employment dates for each previous position listed.
- Carefully select the experiences, responsibilities and achievements you share.
- Keep it short while being as detailed as possible.
- Include specific details about what you achieved in your former role(s).

Don't

- Include anything that occurred over 15 years ago, if you can avoid it.
- Create a generic list that could easily apply to anyone.
- Forget to read and re-read for spelling and grammar errors.
- List more than five former jobs.

For example:

Customer Service Specialist Lux Print Shop, Jan. 2010 - Mar. 2012

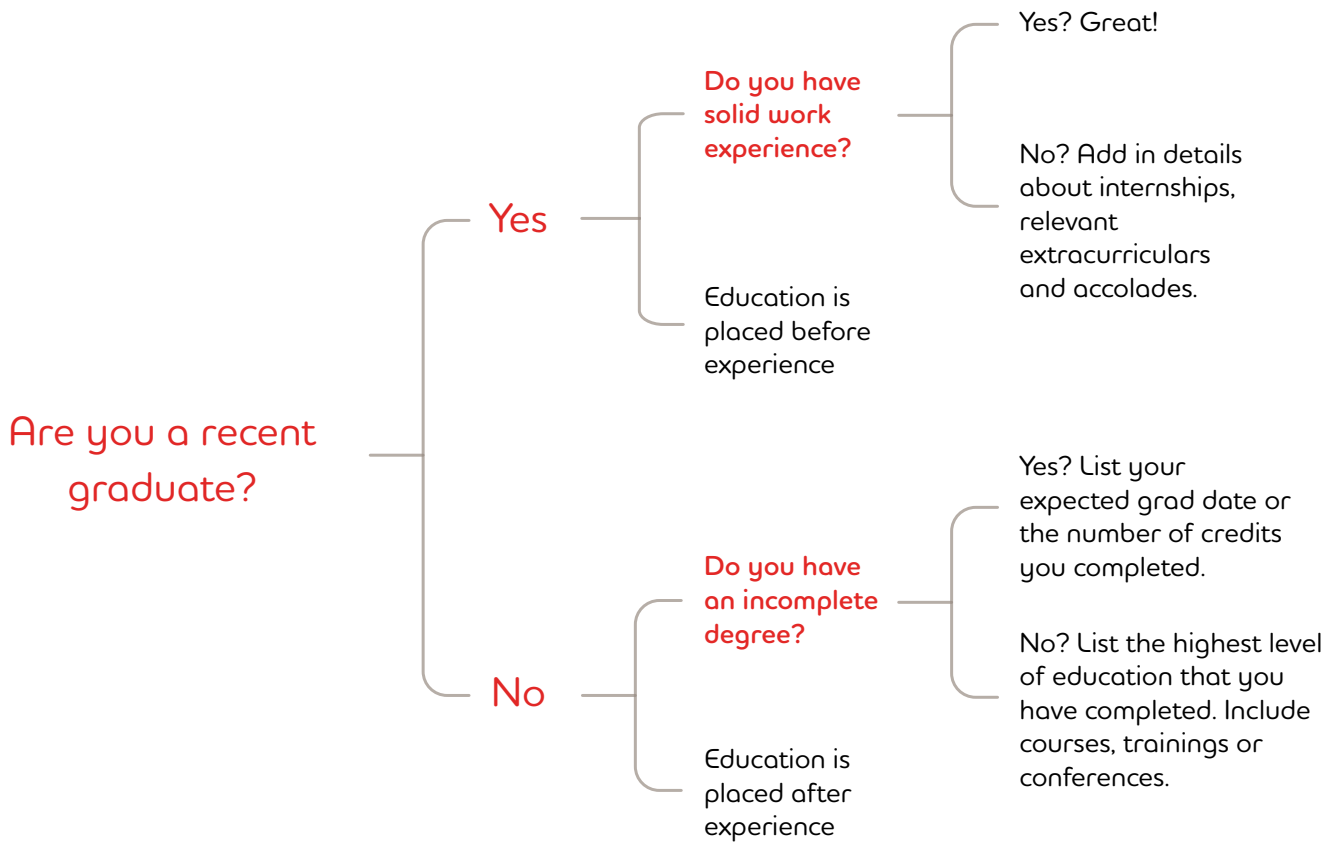
- Assisted 50+ customers per day with product inquiries and service requests
- Monitored inventory levels daily to ensure proper stock levels
- Developed new employee training program

Talking about your education.

The simplest and yet most complex section is education. The rules vary depending on who you are. A few of them are universal:

- List your most recent degree or most valuable educational experience first.
- Start with the school name and location.
- On the next line, put the name of your degree, the course of study and honors if applicable (date of graduation is optional).
- Don't include your marks if you've been out of school for more than a few years.
- If you have a college degree or have taken courses in your field, there's no need to include your high school.

The rest of the rules can change. Use our decision matrix to make the most of the education section.



What about interests and activities?

It isn't always necessary. This really depends on the job you want. If the jobs you're applying for require certain skills—and you have them—include those skills. The same goes for personal interests and hobbies. Use your best judgment here.

Remember, your CV should get right to the point. You can always talk about your personal interests when you get the interview.

Review and then review some more.

A single typo or spelling error is all it takes to send your CV to the trash pile. Even though mistakes happen all the time in the real world, the presence of one on your CV is a clear sign that you either:

- a) didn't care enough to proofread, or
- b) did proofread, but failed to catch your mistakes.

Either way, it's not going to look good to an employer.

Avoid errors in spelling and grammar by having, not one, but several people read over your CV for you. Ask friends who are great at editing and want to see you succeed. Have them check for consistency in your use of present and past tense. The only time you should use present tense is when describing the responsibilities of your current job.



CV Do's and Don'ts

Do

- Carefully select the right template.
- Use sample resumes to help write yours.
- Spend time thinking about why you are qualified for the position.
- Match the skills you list to the ones your potential employer is looking for.
- Take time thinking about your experiences.
- Include a professional objective, experience, and education section.
- Edit, edit some more and have someone else review and provide suggestions for you.

Don't

- Send the same CV to every job you apply for.
- Forget to proofread.
- Lie or over embellish.
- Sweat interest and activities.
- Exceed one page.
- Underestimate the power of a good CV.



A case for cover letters.

This single-page letter can make or break an interview offer. It introduces you, highlights your relevant experiences and clearly displays your interest in a specific job. It's personal. So it should be addressed to the hiring manager to show respect for the company and position. Really make it your own.

Here are our tips for how to write a compelling cover letter.

1. Keep it to a single page.
2. Introduce yourself and brag a little.
3. Customize it!
4. Thank the reader for their consideration.

Just like the experience section of a CV, the cover letter should be customized. Only this time, you are telling a story. Pick key responsibilities from the job description and tell the story of how you have managed similar tasks in your previous roles.

Start now!

Select responsibilities from the job description, then pick examples of when you have performed a similar duty.

Examples

1. Job Description

EX: Manage a team

EX: Forecast industry business trends

EX: Resolve customer complaints

2. My Experience

EX: As Branch Manager at Lux Print Shop, I was responsible for shift management, training and day-to-day issue resolution for a team of six customer service representatives.

EX: Provide predicative analysis based on customer use frequency on a monthly basis. Printing, paper and office supply.

EX: As team lead, I reduced customer complaints by 5% per quarter.

Now you try!

1. Job description

2. My experience

Learn by example.

Dominique Schmidt
123 Rue du Grand-Duc
L-1234 Luxembourg, Luxembourg
555.555.5555 or jane.doe@email.com

Month Day, Year

Emma Muller
Paper Company
123 rue de la gare

Dear Ms. Blanchet,

Your organization is seeking a responsible consumer liaison, capable of resolving complaints, errors, questions, cancellations and more. My time at Joe's Print Shop has endowed me with the right experience for this role. Over the course of the past three years, I have earned two promotions.

Beginning as a Customer Service Specialist, I was responsible for managing customer expectations daily. In addition to my cashier duties, I successfully fielded customer inquiries via telephone and in person. My ability to positively resolve customer issues resulted in four Employee of the Month awards and a promotion to Team Lead.

As Team Lead, I retained my customer service duties while managing additional leadership roles. My new employee training improvements helped reduce turnover by 10% and resulted in better morale storewide. In this role, I was able to develop a deeper understanding of what motivates employees and customers alike, sharpening my managerial and problem solving skills.

Finally, as Assistant Store Manager, I assisted with service escalations, stock management, bookkeeping, personnel issues, vendor relationships, scheduling and more. These responsibilities helped me learn to multi-task while keeping the bigger picture in mind.

I look forward to discussing how my experience can be leveraged at your company in more detail.

Thank you for your time and consideration,

Dominique Schmidt

Wrangling references

Choose wisely. Your reference is the person who will speak honestly (and hopefully, positively) about you with your potential employer. A reference should be a “work friend”, colleague, former boss, business contact, etc. Essentially, anyone you’ve worked closely with. A personal reference will do in a pinch, but a professional one is always better.

You need about four references; most companies will only contact a few. Make sure the name you provide is aware that they will be used as a reference. You need to include the following:

- First and last name
- Employer’s name
- Job title
- Email
- Phone number
- Nature of your relationship to the reference (boss, coworker, etc.)

Most people don’t include references on their CV unless specifically prompted to do so. If you do, just add them to the bottom. If not, include the phrase “References available upon request”.

Ex: Dominique Schmidt, District Manager at Lux Print Shop
dominique.schmidt@luxprintshop.lu
555.555.5555
Relationship: Former Manager

TEMP AGENCIES

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2A rue d'Anvers
L-1130 Luxembourg
☎ (+352) 49 35 13-1

Industrial, Technology and Electrical

25 rue des Scillas
L-2529 Howald
☎ (+352) 40 17 44-1

Catering and Hospitality

43-49 rue Ste Zithe
(Ground Floor)
L-2763 Luxembourg
☎ (+352) 29 60 10-1

East

Industry, Office and Construction
74 route de Luxembourg
L-6633 Wasserbillig
☎ (+352) 26 72 59-1

Esch-sur-Alzette

Construction

22 boulevard JF Kennedy
L-4170 Esch-sur-Alzette
☎ (+352) 26 53 68-1

Technical Industry and Mechanical Welding

1 Avenue du Swing
L-4367 Esch-sur-Alzette
☎ (+352) 28 48 21-1

Industrial, Manufacturing and Logistics

177 rue du Luxembourg
L-4222 Esch-sur-Alzette
☎ (+352) 54 72 20-1

North

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19 route de Bastogne
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